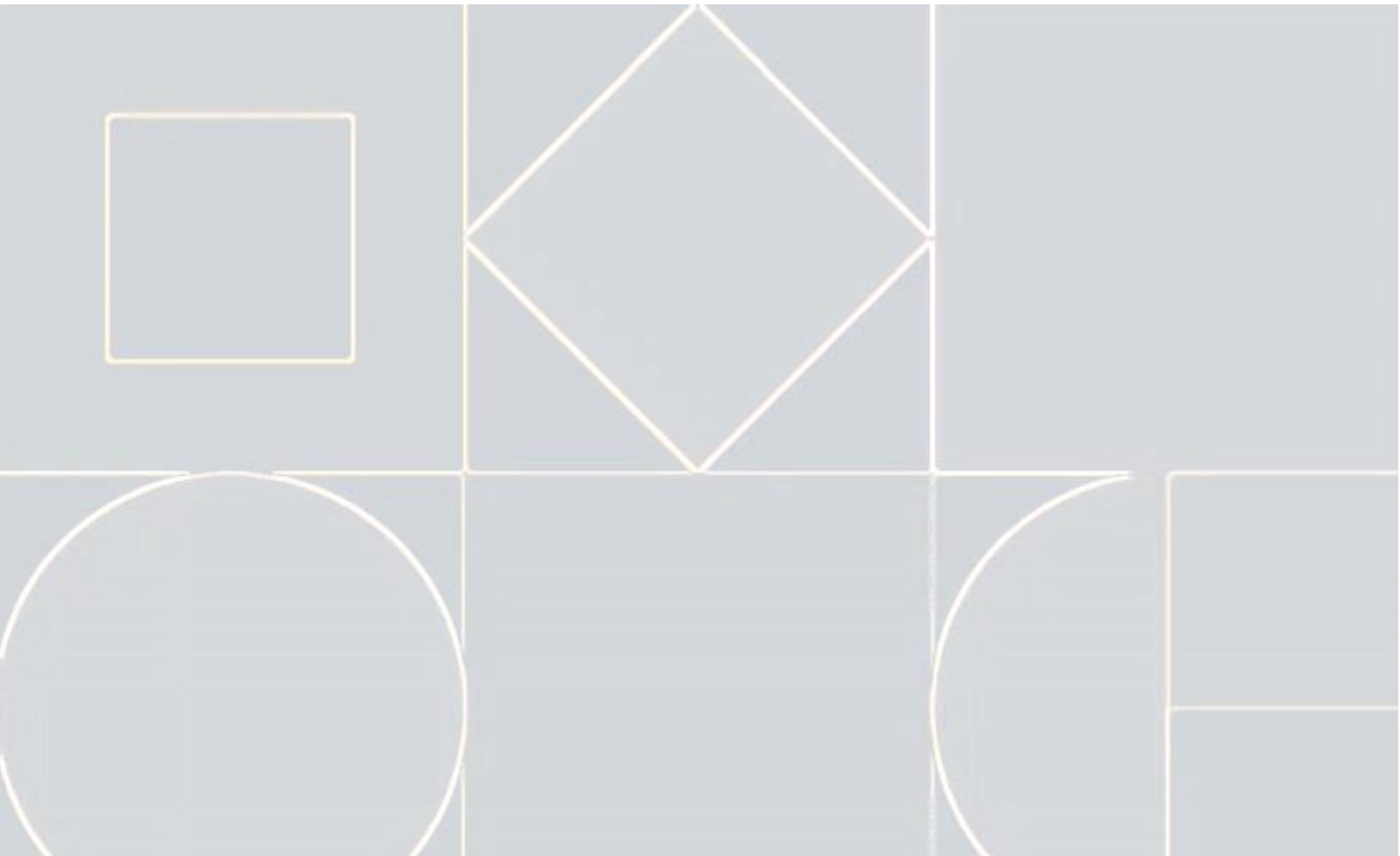


Bid Submission

Preparation, Submissions & Withdrawals

For Use of e-**Bidding Systems** (National Highway Authority)

-- Please note that the information provided in this user manual is subject to change without notice. We recommend that you periodically review this manual for any updates or changes. If you have any questions or concerns about the software, please refer to the support resources provided by the e-bidding help cell
+92 340 0026 666. --




Bid Submission on e-Bidding System (National Highway Authority)

What are the prerequisites for Bid participation?

Authorized users of company must create a comprehensive company profile on the e-Bidding system, ensuring that they provide all the minimum mandatory information. This step is crucial as it grants you access to various bidding opportunities. Once your profile is successfully submitted, you can proceed to bid on tenders that fall within your assigned category.

To clarify further, let's consider an example. Suppose your company's account is created under the categories of "Operator" and "Constructor." In such a case, you will only be eligible to apply for tenders that specifically pertain to those categories. This categorization ensures that you can focus on opportunities that align with your company's expertise and offerings. By adhering to these guidelines, you can maximize your chances of successful bid submissions and increase the likelihood of securing relevant projects. This guidance is provided under the assumption that the prerequisites, namely, the creation of an account and the submission of required information, have already been fulfilled.


1. Go to www.ebidding.nha.gov.pk & Login to your <Bidders Portal>



National Highway Authority
e-Bidding System

Welcome to NHA e-Bidding System

The User Name field is required.



The Password field is required.

Login

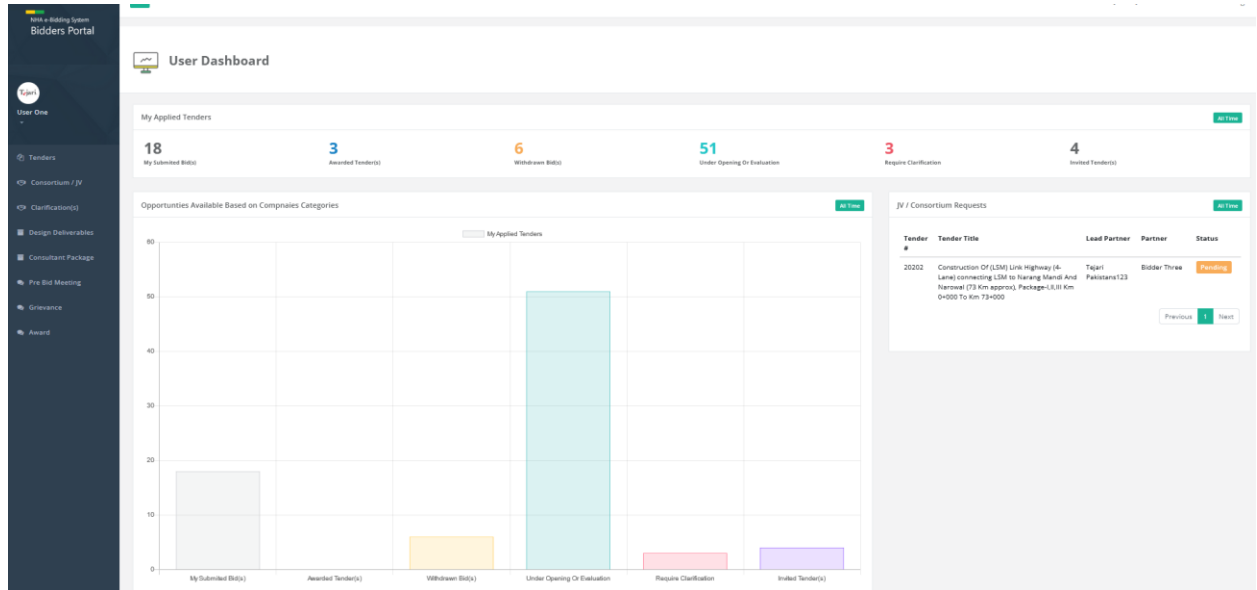
[Forgot password?](#)

Version No : 1.01

Do not have an account?

Create User Account

2. Once you log in, you will be directed to the Dashboard, which serves as your main landing page. From here, you can access various features and navigate through the system easily.



3. Locate and click on the <Tenders> tab on the Dashboard. By doing so, a world of opportunities will unfold before you.

The screenshot displays the NHA e-Bidding System Bidders Portal. The left sidebar contains a navigation menu with options: Company, Tenders (highlighted), Consortium / JV, Clarification(s), Design Deliverables, Pre Bid Meeting, Grievance, and Award. The main content area shows the 'All Opportunities' tab selected. Above the table are search filters for Title, Created By, and Status, along with a Search button. The table lists various tender opportunities with columns for Sr. No, Tender Id, Title, Closing Date, Advertisement Date, Tender Status, and Action. Red callout boxes provide instructions: 'Click here to see all open opportunities' points to the 'All Opportunities' tab; 'Once shown interest, they will appear here' points to the 'Invited Opportunities' tab; 'If you are invited after PQ, these opportunities appear here' points to the 'Invited Opportunities' tab; and 'click here to express interest' points to the 'Express Interest' button in the Action column.

Sr. No	Tender Id	Title	Closing Date	Advertisement Date	Tender Status	Action
1	BD-SS2E-20151	Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharai Bridge, approach roads with existing Provincial Highway Network Procurement Plan	22 March 2023 11:00 AM	03 June 2023	Published	Express Interest
		Complete Test	11 November 2022 11:00 AM	03 March 2023	Closed	View
3	BD-SS2E-20152	Dualization of Khuzdar - Kuchlak Section of National Highway (N25) Test	07 March 2023 3:58 PM	27 February 2023	Published	Express Interest
4	BD-TS-20150	Stage 2 with two stage bidding	11 November 2022 11:00 AM	06 February 2023	Closed	View
5	BD-TS-20149	Stage one two stage bidding	11 November 2022 11:00 AM	06 February 2023	Closed	View
6	BD-SS1E-20148	Multilot	11 November 2022 11:00 AM	03 February 2023	Closed	View
7	BD-DC-20147	Direct contracting	02 March 2023 12:34 PM	03 February 2023	Closed	View
8	BD-TS2E-20146	Two stage two envelope stage 2	11 November 2022 11:00 AM	03 February 2023	Closed	View
9	BD-TS2E-20145	Two stage two envelope stage 1	11 November 2022 11:00 AM	03 February 2023	Closed	View

- All Opportunities:** This tab displays a comprehensive list of all opportunities. You can browse through this list to discover potential projects and tenders that match your interests and expertise.
- My Applied:** In this tab, you can find opportunities in which you have already participated. It provides a convenient way to track the tenders you have submitted applications or bids for, making it easier to manage your ongoing engagements.
- Invited Opportunities:** This tab showcases the opportunities for which you have received invitations to participate. These invitations could come after a pre-qualification evaluation, direct contracting, or other selection processes. It's a dedicated space to review and consider these exclusive opportunities.

Once you click on <Express Interest> you will be directed to the overview page of the desired opportunity, allowing you to explore it in detail.

4. Click on <Start Bid Response> to prepare your response.

BD-SS2E-20151 : Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existing Provincial Highway Network Procurement Plan

[Start Bid Response](#)

[Details](#) | [Documents](#) | [Technical Envelope](#) | [Financial Envelope](#)

Overview

Title	Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existing Provincial Highway Network Procurement Plan
Tender No. (File No.)	2(541)
PPRA Reference No.	TS482240E
Procurement Method	Single Stage - Two Envelope
Package	PKG-100 Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existi
Lots	Lot 1
Project / Contract	N/A
PQ/EOI	N/A
Consortium / Joint Venture	Allowed

Contact Info

5. If you are interested in participating as a joint venture or consortium, please click on <Create Consortium/Joint Venture>

Click here and search for companies you want to be partner with in this current opportunity

Upload the signed agreement here

Consortium / Joint Venture

[+ Create Consortium / Joint Venture](#)
[Upload Agreement](#)

Sr. No.	Company Name	Share	Attachment	Status	Action
No data available in table					

After approval from your partner company the list will appear here

Consortium / Joint Venture



Company *	<input type="text" value="Search Company Name"/>
Type *	<input type="text" value="Consortium"/>
Share *	<input type="text" value="Please enter % share"/>

Close Save changes

To complete the process, kindly provide the following information:

- a. Company:** Search for and select the company with which you wish to form a partnership and participate in the bid.
- b. Type:** Choose the appropriate type of collaboration from the following options:
 - a. Joint Venture:** A cooperative arrangement where two or more companies join forces to pursue a specific project or contract.
 - b. Consortium:** A collaborative group composed of multiple companies pooling their resources and expertise to achieve a common goal.
 - c. Association:** A formal association of companies coming together to collaborate on a specific venture.
- c. Share:** Enter the percentage of partnership share that each participating entity will hold.

By providing these details, you will be one step closer to forming a strong and successful partnership in the bidding process.

6. View <Bidding Documents> & <Supporting Documents>

BD-SS2E-20151 : Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existing Provincial Highway Network Procurement Plan

Details **Documents** Technical Envelope Financial Envelope Submissions & Withdrawals

Bidding Document(s) Supporting Document(s)

Supporting documents contain Meetings Minutes, notes and letters etc.

All Bidding Documents will appear here

Bidding Document(s)

Sr. No.	Title	Attachment(s)
1	Bidding Data Sheet	Download
2	Forms	Download
3	GCC	Download
4	IFeB	Download
5	Instructions to bidders	Download
6	NHA General Specifications	Download
7	NHAEB Decision	Download
8	PCC	Download
9	SP (Specifications)	Download
10	SP(Contractual)	Download
11	Tender Drawings	Download

To access important documents related to the bidding process, please follow these steps:

1. Click on the <Bidding Documents> tab: This tab contains all the essential documents provided by the National Highway Authority (NHA) for the specific tender or project. Here, you can find a comprehensive collection of documents such as tender drawings, bidding data sheets, specifications, and any other materials necessary for preparing a bid or proposal.
2. Explore the <Supporting Documents> tab: In this section, you will discover additional information that the organization wishes to share with the public. These supporting documents may include minutes of meetings, letters, reports, or any relevant material that can provide further context or insights

into the tender or project. Accessing these documents can help you gain a more comprehensive understanding of the requirements and expectations associated with the opportunity.

By utilizing the <Bidding Documents> and "<Supporting Documents>" tabs, you will have convenient access to all the necessary resources and supplementary information required for the bidding process. This streamlined approach ensures that bidders can access the relevant documentation and stay informed throughout the tendering process.

3. Response submission against each question and threshold

The Technical Section comprises both mandatory and non-mandatory questions, thresholds, and attachments that necessitate a response from the bidder.

BD-SS2E-20151 : Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existing Provincial Highway Network Procurement Plan

Draft

Technical Envelope

Bid Security

Click here to upload your response file

Attach File Response

Instructions
kindly fill as attached

Sample File	Download	Is Mandatory	Yes
Response File	N/A		
Bid Security form of Deposit at Call or a Bank Guarantee			Update Answer
Bid Security Amount			Update Answer
Validity			Update Answer

These are input answers required by the NHA

To submit your response, follow these steps:

- Click on "Attach File Response" to upload the necessary response attachment, ensuring that all relevant information is included.
- Click on "Update Answer" to provide your response against the required information, ensuring accuracy and completeness.

These actions will enable you to effectively address the technical requirements outlined in the bid and provide a comprehensive and well-structured response.

4. Responding to <Key Personnel Questions>

Man Power (Appendix O)

Instructions
kindly fill as attached

Sample File [Download](#) Is Mandatory ☐ Yes

Response File [N/A](#)

Positions

Position	Degree	Subject	Total Experience	Similar Experience	Action
Project Manager / Highway Engineer	Bachelors (4 years)	Civil Engineering	10	7	Update Personnel
	MA / M.Sc	Civil Engineering	8	6	Update Personnel
Material Engineer	Bachelors (4 years)	Civil Engineering	5	2	Update Personnel
	MA / M.Sc	Geology	7	5	Update Personnel
Quantity Surveyor	BA / B.Sc (2 years)	DAE civil	5	5	Update Personnel
	Bachelors (4 years)	Civil Engineering	3	3	Update Personnel
Surveyor	Bachelors (4 years)	Civil Engineering	5	5	Update Personnel
	BA / B.Sc (2 years)	DAE civil	8	8	Update Personnel

Position Response

Position Title	Name	Total Experience	Similar Experience	Action
No record(s) found				

Selected resources will appear here

Attach File Response [Attach File Response](#)

Select the resource from your company profile

Response

System searches positions from the data you provided in "Resources" under "Company Profile" you created. In case of empty search, please update the data in company profile.

In case of Joint Venture / Consortium / Association: After the request is approved & Agreement is uploaded only then you can search the resources from your partner company as well

Search *

Degree *

Subject *

Total Experience *

Similar Experience *

[Close](#) [Save changes](#)

Search for a user from your company Profile Data.

If your JV request is approved then you can also select users from your secondary partners data as well

- a.** When addressing Key Personnel Questions, bidders have the option to attach profiles of their personnel, which are previously submitted in the <Human Resources> tab of their Company Profile. This allows bidders to showcase the qualifications and expertise of their team members, providing valuable information to evaluators.
- b.** Additionally, bidders may select resources from a Joint Venture (JV) firm if the requestee has accepted the use of JV resources. This flexibility aims to streamline the bid submission process and offer bidders the opportunity to leverage the capabilities and experience of their JV partners when assembling a strong and competent team.

By utilizing the features mentioned above, bidders can effectively address the Key Personnel Questions, present their team's qualifications, and potentially enhance their chances of success in the bidding process.

5. Response against <Lot/Lots>

**BD-SS2E-20202 : Construction Of (LSM) Link Highway (4-Lane)
connecting LSM to Narang Mandi And Narowal (73 Km approx),
Package-I,II,III Km 0+000 To Km 73+000**

Draft

Details	Documents	Technical Envelope	Financial Envelope	Submissions & Withdraws
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Lot-1 Package-I

↶ Update Response

Lot-2 Package-II

↶ Update Response

Lot-3 Package-III

↶ Update Response

- a) In the case of a multiple lots tender, if you wish to respond to a specific lot, simply click on the <Update Response> button corresponding to the desired lot. This allows you to focus on providing specific and tailored responses for each lot, ensuring clarity and accuracy in your submission. Each lot will be treated as a separate envelope.

Package-I

Draft

Finalize Response

Financial Appendices	BIB-1 Summary	BIB-1	BIB-2	BIB-3
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Financial Section

Questions

Appendix J

↶ Attach File Response

Instructions
Please Fill Carefully

Sample File

Download

Is Mandatory

No

Response File

NA

Letter of Price Bid

↶ Attach File Response

Instructions
Please Fill Carefully

Sample File

Download

Is Mandatory

No

Response File

NA

- b) To address the questions included in the Financial Appendices, you can conveniently respond by clicking on the <Attach File Response> button.

This enables you to upload the necessary attachments and supporting documents related to the financial aspects of your bid.

BD-SS2E-20151 : Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existing Provincial Highway Network Procurement Plan

Draft

Details
Documents
Technical Envelope
Financial Envelope
Submissions & Withdrawals

Financial Appendices
Bill(s) Summary
Bill-1
Bill-2
Bill-3
Bill-4
Bill-5
Bill-6
Bill-7

Earth Works

Update response in all bills

Input your response

Item No.	Description	UOM	Quantity	Quoted Rate	Quoted Amount
101	Clearing and Grubbing	SM	46342.32	500.00	23,171,160.00
102a	REMOVAL OF TREES 150-300 mm GIRTH	Each	20.00	0.00	0
102b	REMOVAL OF TREES 301-600 mm GIRTH	Each	30.00	0.00	0
104	Compaction of Natural Ground	SM	46342.32	0.00	0
108c	Formation of Embankment from borrow excavation in common material.	CM	47322.81	0.00	0
509h	Capillary cut of Layer for Road (Filter layer of Granular Materials as per gradation shown on the Drawings)	SM	3957.31	0.00	0
Total Quoted Price (In Figure):					23,171,160.00 PKR
Total Quoted Price (In Words) : Twenty Three Million One Hundred Seventy One Thousand One Hundred Sixty Point Zero Zero.					

Click here when response is ready

Save Bid Price Value

Financial Appendices
Bill(s) Summary
Bill-1
Bill-2
Bill-3

SURFACE COURSES AND PAVEMENT

Item No.	Description	UOM	Quantity	Estimated Rate	Estimated Amount	Quoted Rate	Quoted Amount
302a	Cutback Asphalt Bituminous Prime Coat	SM	458915.00	97.80	44881887.00	195.6	89763774
303a	Cutback Asphalt Bituminous Tack Coat	SM	442433.00	44.01	19471476.33	88.02	38942952.6
304c	Triple Surface Treatment (TST)	SM	97940.00	489.00	47892660.00	978	95785320
305b	Asphalt Concrete for Wearing Course (Class B)	CM	27418.00	16626.00	455851668.00	33252	911703336
Quote %age above or below:						100.00	%
Total Quoted Price (In Figure):						1,136,195,382.66	PKR
Total Estimated Cost:						568,097,691.33	
Five hundred sixty eight million ninety seven thousand six hundred ninety one Rupees thirty three paise only							
Total Quoted Price (In Words) : One Billion One Hundred Thirty Six Million One Hundred Ninety Five Thousand Three Hundred Eighty Two Point Six Six.							

Save Bid Price Value

- c) To accurately provide financial information in the Bill section, you can easily navigate to the dedicated <Bill> tab and proceed to update your quote. Take advantage of the convenient <Save Bid Price Value> option to specify and preserve the cost for each bill, especially when dealing with multiple bills.

The screenshot displays the 'Financial Section' of the NHA eBS system. At the top, there is a navigation bar with tabs for 'Financial Appendices', 'Bill(s) Summary', 'Bill-1', 'Bill-2', and 'Bill-3'. The 'Financial Appendices' tab is currently selected. To the right of the navigation bar, there are two buttons: 'Responded' and 'Finalize Response'. Below the navigation bar, the 'Financial Section' header is visible. Underneath, there is a 'Questions' section. The first question is 'Appendix J', which has a green header bar and an 'Attach File Response' button. Below the header, there are instructions: 'Instructions: Please Fill Carefully'. There are two rows of input fields. The first row is for 'Sample File' with a 'Download' button and a 'Is Mandatory' checkbox set to 'Yes'. The second row is for 'Response File' with a 'Download' button.

- d) Finally, when you have completed your bid, simply click on <Finalize Response> to signify its completion and submission. This streamlined process ensures that your financial details are captured effectively and contributes to the overall efficiency of your bid management.

By doing so, you can ensure that all required financial information is properly provided, enhancing the completeness and transparency of your bid. These features offer a user-friendly and organized approach for bidders to manage and respond to single/multiple lots and fulfill the requirements stated in the Financial Appendices effectively.

6. Response Submission / Withdrawal / e-Bid Returned

BD-SS2E-20151 : Construction of 2.25 Km Missing Link Road on Okara side to connect Rai Mansab Ali Khan Kharal Bridge, approach roads with existing Provincial Highway Network
Procurement Plan

Draft

Details Documents Technical Envelope Financial Envelope **Submissions & Withdraws**

Submit Bid Response

When your response is finalized, click here to submit

Once submitted you can also withdraw from your bid and can re-submit again till closing time

Submit Response

Sr. No	Status	Date and Time
No record(s) found		

- a) Once you have finished preparing your response, click on the <Submit Response> button to submit your bid.

Details Documents Technical Envelope Financial Envelope **Submissions & Withdraws** Publish

Submit Bid Response

Responded

Download PDF

Withdraw Response

Sr. No	Status	Date and Time
1	Responded	20-April-2023 16:17:00 PM
2	Withdrawn	25-March-2023 10:55:49 AM
3	Responded	25-March-2023 10:31:07 AM

- b) The system will diligently validate your submission and promptly notify you of any missing information that requires attention. In such cases, the system will provide an alert to ensure that all necessary details are completed before proceeding with the submission.
- c) Users have the flexibility to withdraw their submitted response by simply clicking on the <Withdraw Response> option. This allows them to make any necessary modifications or updates and resubmit their response until the closing time. By offering this feature, users can ensure that their submissions are accurate and reflective of the latest information, providing them with greater control and confidence in the bidding process.

d) In the event of addendum or corrigendum, all submissions will be systematically returned. Users will receive alerts via email, notifying them to re-submit their e-bids after acknowledging the updates. It's important to note that all attachments and financial information will remain securely saved within the system. Users will only need to review and update the relevant sections if required before clicking on the <Submit Response> button. This streamlined approach saves time and effort for users, ensuring that their bids are up-to-date and in compliance with the latest amendments.

This proactive approach guarantees that your submission is comprehensive and adheres to the required standards, ultimately improving the efficiency and effectiveness of the entire process.